

# LAKE FORK HEALTH SERVICE DISTRICT BOARD OF DIRECTORS-REGULAR MEETING

Today's Date is Monday, November 13, 2017.

I. The regular monthly meeting of the Lake Fork Health Service District was called to order by Shawna Shidler at 8:04 a.m.

The meeting was held in the Moseley Health Care Complex.

II. Roll Call: In attendance were board members: Shawna Shidler, Janel Warren, Mike Schell, Becky Campbell and Jerry Johnson by phone. Erin Cavit, Nancy Zeller, Scott Beedy, Janet Potter, Sherry Huisman, Bob Downs, Lonnie Sweet and Bruce Uchida were also present. Malinda McDonald is the recording secretary.

## Board of Directors:

**President:** Shawna Shidler

**Vice-President:** Janel Warren

**Secretary:** Mike Schell

**Treasurer:** Becky Campbell

**Board Member:** Jerry Johnson

## III. Workshop

- Update from medical director search committee – 4 resumes have been received. The first applicant (Richard Rapp) has a lot of student loans, 2 children and a mortgage making it too much to move right now. He would like for the committee to keep in mind for the future because he loves Lake City. The second applicant has mostly done locum tenens and moved around a lot. The third applicant knows Lake City and is interested but the timing is not right. He has new grandchildren and is not ready to leave his practice. Dr. Nicholson did come visit with the search committee and the board. Tomorrow afternoon the search committee will be meeting at 3 p.m. to see what everyone thought. The search committee is currently coming up with a list of interview questions that will be used for all interviews with potential applicants.
- Discuss having Gudrun Durmon contract to do sonography on a PRN basis – Janel feels that it is not going to happen now. Becky agreed saying “she’s going to say NO, she won’t work with people here”
- Discuss grievance procedure – In the printed example the black ink is the original procedure and the red ink is the proposed procedure. After much discussion the changes to be made are as follows:
  - LFHSD commits to the following:
  - To treat all employees ~~who file grievances~~ equally
  - Employees who face allegations have the right to:
  - Submit a written appeal to???? the personnel committee

Step 1 – Go to your supervisor and discuss the problem. Discuss the grievance with the Medical Director ~~within 3 days of the situation whenever possible~~ ASAP. If the grievance is not resolved at this step then proceed to Step 2.

An employee filing a grievance shall have the sole right to determine whether to pursue a grievance from one step to the next.

Step 3 – Submit your grievance to the board of directors who will decide upon the grievance and any actions. This decision is final.

Employee should submit the formal written grievance to the LFHSD Board of Directors who will meet with the Medical Director to resolve the issue. The employee who filed the grievance has the right to either attend or refuse to attend this formal meeting. The employee who filed the grievance will be given a written decision. ~~This decision is final.~~

~~Employees are not to skip normal progression of supervision or could face disciplinary action. Employees who are discharged for cause may appeal that decision by using the grievance procedure.~~

Bob Downs posed the question: “Where does the policy stand when it comes to relatives supervising relatives?”

Janel is going to research this issue as there is no policy in place.

- Any other items – The amount currently budgeted for the election is \$7,000. Erin Cavit suggested bumping that up to at least \$10,000. Becky will follow up.

#### IV. REGULAR MEETING:

##### A. Consider approval of minutes from prior board meeting:

Motion: Approval of Minutes for the October 16 and November 2, 2017 board meetings as amended.

Motion: Mike Schell

Second: Becky Campbell

Vote: All vote yes

Motion Carries

##### B. Consider approval of personnel committee purpose statement as defined in by-laws:

Motion: To approve personnel committee purpose statement as amended.

Motion: Janel Warren

Second: Shawna Shidler

Vote: All vote yes

Motion Carries

C. Consider approval of revised LFHSD by-laws:

Motion: To approve by-laws revision as amended (Acting Chairperson Signature On page 9.

Motion: Jerry Johnson

Second: Becky Campbell

Vote: All vote yes

Motion Carries.

D. Consider approval of revision of Policy OPER-18, Facility Access:

Motion: To approve policy OPER-18 revision.

Motion: Becky Campbell

Second: Janel Warren

Vote: All vote yes

Motion Carries

E. Consider approval of revision of organizational chart:

Motion: To approve revised organizational chart.

Motion: Janel Warren

Second: Shawna Shidler

Vote: All vote yes

Motion Carries

F. Consider approval of resolution 2017-02, temporary mill levy:

Motion: To approve resolution 2017-02.

Motion: Becky Campbell

Second: Jerry Johnson

Vote: All vote no

Shawna asked that Janel and Becky investigate this further.

G. Consider approval of capital authorization 17-009, replacement of variable frequency drive for boiler system:

Motion: To approve capital authorization 17-009 with a detailed breakdown showing labor, freight and parts separately.

Motion: Mike Schell

Second: Jerry Johnson

Vote: All vote yes

Motion Carries

H. Consider approval of revised business manager job description:

Motion: To approve business manager job description as amended.

Amended changes:

Reports to

~~Medical Director, Board of Directors~~

Medical Director, Board of Directors

Under Essential Functions add:

1. Communicates and works directly with the Medical Director and Dental Director on all issues related to medical and dental clinics in support of daily operations.

Motion: Janel Warren

Second: Jerry Johnson

Vote: All vote yes

Motion Carries

I. Consider approval of Grievance Policy Procedure:

Motion: To approve the Grievance Policy Procedure as amended in today's meeting.

Motion: Janel Warren

Second: Shawna Shidler

Vote: All vote yes

Motion Carries

V. REPORTS

A. President

*Shawna Reports:*

None

B. Interim Medical Director

Janel spoke with Dr. Durmon and he has spoken with the director of the Rural Health Tract at the University. He is willing to speak immediately thru skype/vidyo regarding employee relations. There is no charge for his time and he will come to Lake City if we pay for his fuel. The board is going work on goals and objectives for this program. Nancy Zeller would like to donate the book created (by the endowment board) on the history of the Medical Center to give him a feel for the clinic.

C. Dental Director

*Dr. Uchida Reports:*

Melissa Sullivan has retired and we have already hired a new hygienist that Bruce will meet with in December. Becky announced that one thing to be aware of is that in the

past Jeff & Melanie Merrill have lodged the hygienists because of Melanie's relationship with the medical/dental and that will not be available to the new hygienist. Becky said that there may be other people willing to offer their house for lodging the hygienist. Note that we do have 2 apartments available for the hygienist use.

Bruce would like to increase dental fees by 2% across the board beginning January 2018. Bruce plans on having the new fee schedule ready by the December 11<sup>th</sup> board meeting for approval.

#### **D. Business Manager**

YTD 2017 we have sent approximately \$17,000.00 worth of overdue account balances to collections. We've had approximately \$7,000.00 of payments in response to collections letters. Total payments due to collections letters for 2016 was approximately \$9,000.00.

The pediatric scale needs to be replaced per our yearly equipment inspection. Cost of a new one would be approximately \$400.00.

Medical patient counts through October 2017 were 3,781 vs 3,963 for 2016, a decrease of 182 patients.

For the month of October the patient count per provider were:

Durmon:	11 patients- October 2017	69 patients- October 2016
Downs:	119 patients- October 2017	161 patients- October 2016
Huisman:	167 patients- October 2017	138 patients- October 2016

Dental patient counts through October 2017 were 686 vs 606 for 2016, an increase of 80 patients.

#### **1. Financial**

*Becky Reports:*

We budgeted for a net income of \$172,000 and we have a net income of \$16,000. This is based on January thru September vs. the Budget - \$156,000 difference  
-Down \$26,000 as of September in patient income  
-Up \$2,300 in dental income

There was \$17,000 more in computer expense than budgeted. Becky was told this was due to WSB Computers staying on longer than projected when we switched to Lake City Computer Solutions.

Malpractice Insurance is over budget by \$6,000.

Wages are over budget by \$5,500 probably due to PTO and pay when people left.

Total expenses this year vs. this time last year are about \$90,000. Becky would like to cut back on staff meeting meals. Shawna and Janel feel that it is nice to have a treat when coming to staff meetings. Becky makes the point that all of these little things do add up.

Our policy does not reflect that we do a budget on an accrual basis and DOLA requires that. This has been discussed with Jessica

**2. Business Development**

None

**3. Community Relations**

There was discussion of Community Action Coalition advertising the Medical Board agenda in the paper. The problem is timing.

**4. Personnel**

None

**5. Volunteer Hours**

All board members turn in your volunteer hours to Jessica. Becky reported 30 hours.

**6. Strategic Work Plan**

Postpone scheduling for a few meetings.

**VI. CITIZEN COMMENTS FROM FLOOR:**

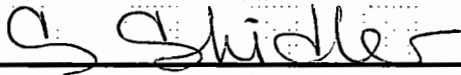
Scott Beedy would like to assist and/or offer access to policies and any other information needed by the board.

**Adjourn**

Meeting is adjourned at 10:06a.m. Next meeting will be **Monday, December 11, 2017** at 8:00a.m. in the Zeller Wellness & Education Center in the Mosley Health Care Complex.

Shawna Shidler (President)

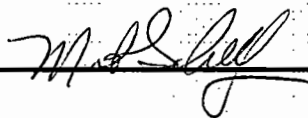
Date



12-11-17

Mike Schell (Secretary)

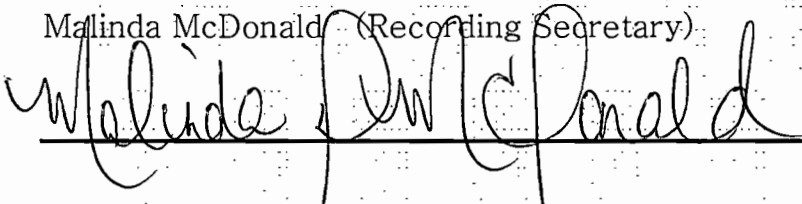
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12-11-17

Malinda McDonald (Recording Secretary)

Date



12-18-17